

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Secretary II
Full time (Monday through Friday)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Exam list for Secretart 2

Location: New Britain Area Office, New Britain, CT 06053

Job Posting No: **TM46188NB6**

Hours: 40 Hours Per Week

Salary: \$45,360.00 - \$59,316.00 (Annually) - Secretary 2

Closing Date: **August 15, 2014**

Eligibility Requirement: **This position may be under filled at the Secretary 1 level. Qualified applicants must be on the current DAS exam list for Secretary 2 or Secretary 1 at the time of the application. Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this particular vacancy. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.**

Examples of Duty:

TYPING: Using a or personal computer or other electronic equipment , formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.

FILING: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.

CORRESPONDENCE: Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.

REPORT WRITING: Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included.

INTERPERSONAL: Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.

PROCESSING: Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.

PERSONAL SECRETARY: Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.

OFFICE MANAGEMENT: Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Application Instructions: Please click on the class code for details regarding the description of this position. Please submit a letter of intent, a completed State application (CT-HR-12), resume, letter of intent, three (3) letters of supervisory reference; state employees must submit their two most recent performance appraisals in lieu of references. Reference posting number **TM46188NB6**. Please specify the posting number on all application materials. Incomplete application packets will not be considered. Application packets may be faxed to 86-707-1954

DEPARTMENT OF CHILDREN AND FAMILIES
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.